



JOB DESCRIPTION

Job Title: Accounting Clerk I **Reports to:** Town Administrator
Prepared by: Kristy Rogers **Approved by:** Pending Review
Date Approved: Pending Review **Last Revision Date:** April 1, 2014

SUMMARY:

The Accounting Clerk is responsible for providing secretarial and clerical support in order to ensure that municipal services are provided in an effective and efficient manner. Takes direction primarily from and reports initially to the Town Administrator or designee. Position is initial contact between the public, the Town Council, and Town Administrator. It requires remaining in a stationary position 50% or more of the time, occasionally move about inside the office to access file cabinets, office machinery, etc., occasionally ascend/descend stairs to access Town records, stock supplies, file, etc.

PRIMARY RESPONSIBILITIES:

1. Greets visitors entering Town Hall, determines nature and purpose of visit
2. Provides information in person, by telephone or email, to answer routine inquiries and general information, refers callers to appropriate department or agency, and takes messages when necessary.
3. Responds to all inquiries in a courteous manner, provides information within the scope of knowledge and authority, and referring to higher classification employee, as applicable.
4. Collects and posts payments on a daily basis; Takes deposits to the bank daily
5. Prepares Utility and Tax billing for mailing.
6. Oversees the Park rental schedule
7. Assists in voter registration and maintains/updates voter registration spreadsheet
8. Logs complaints, work orders and Freedom of Information Act requests on tracking spreadsheets, and assigns to appropriate person, and closes log out when complete
9. Completes Lien Certificate requests
10. Files and maintains records.
11. Performs basic clerical tasks and operates basic office equipment.
12. Transmits information or documents to customers, using computer, mail, scanning or facsimile machine.
13. Analyzes data to determine answers to questions from customers or members of the public.
14. Adheres to all town policies, procedures, ordinances and Town Charter.
15. Perform duties such as straightening magazines and newspapers to maintain lobby or reception area.
16. Responsible for ensuring front door is unlocked at the open of business and locked at the close of business.

17. From dictation, handwritten drafts, or verbal instruction, processes and prepares correspondence or other documents.
18. Collects, sorts, distributes, and prepares mail, messages, and courier deliveries.
19. Distributes building permit information and business/rental licenses, politely assists the public in completing applications for permits or licenses, reviews applications to ensure they are complete and provides basic information on permit application requirements, general procedures for processing, and permit/license fees.
20. Provides assistance to department supervisors, as needed, and works closely with other staff to ensure adequate administrative coverage is maintained at all times.

ADDITIONAL RESPONSIBILITIES/REQUIREMENTS:

1. Meet all requirements and obtain State of Delaware Notary Public Commission
2. Knowledge of Microsoft Word and Excel
3. Obtain knowledge of the town's functions, procedures, and Charter and Code
4. May perform work of higher classified positions, as assigned.
5. May perform duties of similar complexity in any town department as required or assigned.
6. Other related duties as assigned by Town Administrator.

EDUCATION/QUALIFICATIONS:

Position requires a high school diploma or equivalent education. Position also requires knowledge of accounts receivable and accounts payable, with two years' experience in an accounting position; Position requires knowledge of using office equipment; strong verbal and written communication skills and be detail-oriented and accurate is necessary; experience with word processing and spreadsheets; experience in dealing with the public; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

AMERICAN WITH DISABILITES ACT REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Employee Signature

Date

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work*

Job Description
Accounting Clerk I
Page 3 of 3

requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Supervisor Signature

Date